

# COLLEGE OF DENTAL TECHNICIANS OF BRITISH COLUMBIA

## ANNUAL REPORT

April 1, 2007 – March 31, 2008

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The College is required under the Health Professions Act to publish an Annual Report. The Board welcomes suggestions for improvement and requests for further information.

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## MANDATE

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"IT IS THE DUTY OF THIS COLLEGE AT ALL TIMES TO SERVE AND PROTECT THE PUBLIC, AND TO EXERCISE ITS POWERS AND DISCHARGE ITS RESPONSIBILITIES UNDER ALL ENACTMENTS IN THE PUBLIC INTEREST."<sup>1</sup>



## THE COLLEGE HAS THE FOLLOWING OBJECTS:<sup>2</sup>

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- ❖ "to superintend the practice of the profession;
- ❖ to govern registrants according to this Act, the regulation and the bylaws of the College;
- ❖ to establish standards of academic or technical achievement and the qualifications required for registration as a member of the College;
- ❖ to establish, monitor, and enforce standards of practice to enhance the quality of practice and reduce incompetent, impaired or unethical practice amongst registrants;
- ❖ to establish and maintain a continuing competency program to promote high practice standards amongst registrants;
- ❖ to establish, for a College designated under section 12 (2) (h), a patient relations program to seek to prevent professional misconduct of a sexual nature;
- ❖ to establish, monitor, and enforce standards of professional ethics amongst registrants;
- ❖ to require registrants to provide to an individual access to the individual's health care records in appropriate circumstances;
- ❖ to inform individuals of their rights under this Act, the regulation, and the bylaws of the College and the *Freedom of Information and Protection of Privacy Act*;
- ❖ to administer the affairs of the College and perform other duties through the exercise of the powers conferred by this Act, the regulation, or the bylaws."

<sup>1</sup> Section 16 (1) of the Health Professions Act

<sup>2</sup> Section 16 (2) of the Health Professions Act

# CHAIR'S AND REGISTRAR'S REPORT

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The College of Dental Technicians of BC was established by the Ministry of Health and has the delegated authority and mandate to regulate the profession of dental technology under the Health Professions Act, in the public interest. The College fulfills this obligation under the direction of the Board and through the work of committee members, various working groups, volunteers and staff. These dedicated individuals work on behalf of all registrants and the public to ensure that the provision of dental technology services is accomplished in a professional and safe manner.

Throughout this past year the staff and Committees effectively dealt with the College's regulatory obligations including preparing and administering licensure examinations, processing registration applications, investigating complaints, and conducting inspections. The Registrar and staff also met with registrants and members of the public in the College office to discuss their concerns and to provide information in a personal and supportive manner.

The College continues to be involved in activities that are intended to meet the Board's long term strategic goals including increasing the professional image, prestige and public identity of registered dental technicians.

The organizers of the Pacific Dental Conference continue to provide the College with an opportunity to network with other allied dental health regulators and associations by providing us with an informational booth at this major Canadian dental convention. We are also pleased to be provided with booth space at the annual Dental Technicians Association of BC Convention each September where registrants can often meet some of the Board members as well as College staff.

This year the College presented our Outsourcing Discussion Paper during the annual meeting of BC's Dental Practitioners which was held in conjunction with the Pacific Dental Conference in early March. This paper was subsequently provided to other regulators, the Ministry of Health, Health Canada and various other stakeholders across Canada. Dealing with the provision of dental technology services by unlicensed and unregulated providers, whether they are operating within Canada or in other countries, is a high priority for the Board as well as for many other allied dental health care regulators across the country. We look forward to using this Paper to initiate further discussions with various levels of government and other provincial regulatory authorities as we seek a workable solution to this practice. It is the Board's position that we must work together as colleagues to ensure that patients receiving dental health care services in Canada are protected from the unnecessary risk of harm associated with this practice.

This year was also the last year of the three-year continuing education cycle. Most registrants had obtained the minimum number of CE credits required well in advance of the February 29th deadline. Unfortunately however, staff again had to spend a significant amount of time and resources to send reminders and warning letters to a number of RDT registrants who had not obtained the required 30 hours of continuing education necessary for renewal of their registration. Registrants are strongly encouraged to start obtaining their CE credits early in the next cycle to avoid the difficulty and expense that is incurred in trying to meet this obligation at the end of the next cycle when educational opportunities may not be readily available.

## **COLLEGE OFFICE**

This year the Board was faced with the task of addressing the pending expiration of the 5-year lease for the College's office at 1727 West Broadway. An ad hoc real estate committee was formed to consider the various options that were available in a Vancouver real estate market that had seen recently skyrocketing lease rates combined with low vacancy rates.

After considering a number of options, including the possibility of renewing the lease at the Broadway location, it was determined that to remain in the Broadway corridor or the downtown Vancouver area was simply not economically feasible. The Board agreed that it was necessary to find another office space that would meet the College's needs and would not necessitate a significant increase in registrant fees to pay for.

In late December the College successfully negotiated a 10-year lease in an office building in Richmond that met the Board's established criteria and which should also provide significant long-term savings for the College compared with the cost of remaining in Vancouver.

# CHAIR'S AND REGISTRAR'S REPORT

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The new office at 5811 Cooney Road in Richmond is easily accessible by both the current transit system and major traffic arteries, is close to the airport and will be near the new Canada Line when it is completed.

## COLLEGE STAFF

There were several staff changes in the College office during this past year. Our receptionist, Ms. Daljit Dhillon advised us at the end of January that she had decided to leave the College to pursue other career options. Our technical assistant and inspector Mr. Nabil Tabet also moved on to other endeavours at the end of February.

Ms. Alice Ng returned to the College to assume the receptionist's duties on a temporary basis while we sought a permanent replacement for the position. A search was also undertaken for an individual to take on the very challenging position of full-time technical assistant and inspector. The College anticipates hiring someone to take on these responsibilities early in the next fiscal period.

## BOARD ELECTIONS / APPOINTMENTS

There were no vacancies for elected Board positions this year and so an election was not necessary. All three of the public appointees were completing terms however and both Mr. Bernie Leong and Dr. Bikkar Lalli had served for the maximum number of consecutive terms provided for in the Bylaws. We would like to express our appreciation to these public members for the interest, perspective and dedication they brought to the College during their time on the Board.

The Ministry re-appointed Mr. Azim Lalani for a two-year term and appointed Ms. Diane Minichiello and Ms. Mary Bruce to one-year terms as public members.

## CRIMINAL RECORDS CHECK

The College is working on developing the necessary forms and procedures that will be needed to comply with the Criminal Records Review Act that requires registrants of all Colleges designated under legislation to authorize a Criminal Records Check for both initial and renewal of registration. While dental technicians had previously been provided with a special exemption from this requirement, the Ministry of Health has given notice that they intend to revoke the exemption currently in place within the next year and require all dental technicians be subject to this requirement along with all other Colleges under the Health Professions Act.

## REGISTRATION RECORDS MANAGEMENT

The College has identified a need to address the aging database management system currently used to maintain registrant records. This software system has been in use for the last 8 years however it is no longer able to meet the needs of the College and is becoming unreliable. In order to ensure the security and accuracy of registrant information the College has been checking the viability of obtaining a more functional and efficient system that will meet both our current and future needs.

## VARIOUS ACTIVITIES

The College meets with a number of different professional and regulatory organizations in BC as well as with our colleagues across Canada to discuss issues of common concern and to share information. Some of the groups that we are involved with are the Health Regulatory Organization, the Executive Directors and Registrars Organization, MOSAIC, Vancouver Community College's Program Advisory Committee and the Canadian Alliance of Dental Technology Regulators.

It is important that the College maintains our involvement in these liaison activities and continues to build relationships that are especially critical in light of the number of changes the College and the profession itself are facing.

Respectfully submitted by:

*Gordon Robertshaw, RDT*  
Chair

*Ronald Revell, RDT*  
Registrar

# COLLEGE STRUCTURE

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## LEGISLATIVE BASE

In British Columbia dental technology is a designated health profession. The services provided by this profession are defined in the scope of practice statement in the Dental Technicians Regulation. All individuals who provide dental technician services in British Columbia are required to be registered and registrants are entitled to use the restricted title designation.

The College of Dental Technicians of British Columbia is the name of the College established under the Health Professions Act to administer all enactments pertaining to the provision of dental technician services. The College consists of the members of the Board and the registrants of the College. Its legislated duty is to serve and protect the public and to use its authority to administer the legislation pertaining to this profession. Bylaws, drafted by the Board and approved by the Lieutenant Governor In Council, are the expression of the specific means by which the College protects the public, the recipients of dental technician services.

## INTERNAL ORGANIZATION

### The Board and Board Members

Sections 17 and 18 of the Health Professions Act and Sections 2 through 6 of the Bylaws set out the requirements regarding Board appointments, elections and membership. Board members have a primary responsibility to govern, control and administer the affairs of the College in accordance with the Health Professions Act, the Regulation and the Bylaws, and are always cognizant of the fundamental mandate of the College to serve and protect the public. During the fiscal period, the Board consisted of six professional members elected by registrants and three public members appointed by the Minister of Health.

### Staff and Others

In this period the College employed four full time employees: the Registrar, a Deputy Registrar, a Technical Assistant/Inspector and a Receptionist/Office Assistant. The College also used the services of exam administrators and had access to approximately 15 examiners. Additional services were provided to the Board by an appointed auditor, legal counsels, and various consultants as needed.

### Registrar

The Registrar is the chief executive officer of the College and is appointed by the Board. As such, he represents the College on the administration of the regulation of the profession of dental technology, is ultimately responsible for all day-to-day administration of the affairs of the College, and for the provision of adequate support to the Board and its committees. The Registrar is responsible for supervision of staff and for relaying Board requirements/directions to all other persons who provide services to the College.

### Deputy Registrar

As appointed by the Board, the Deputy Registrar reports to and is directly responsible to the Registrar. She performs the duties specified by the Registrar and assists the Registrar in the office administration and the provision of support to the Board and Committees. She manages the College's accounting and financial system, coordinates and monitors the continuing education program. She also processes registration applications, manages registrants' records and database, and provides computer hardware/software support.

### Technical Assistant/Inspector

Under the direction of the Registrar, the Technical Assistant/Inspector is involved with the assessment of foreign credentials submitted by applicants, and the examination administration, delivery and marking. He also assists the Registrar in the planning and implementation of the inspection program as directed by the Inquiry Committee. As the need arises, the Technical Assistant provides professional technical support to the Registrar.

### Receptionist/Office Assistant

The Receptionist/Office Assistant provides administrative/secretarial support to the Registrar. She also assists the Deputy Registrar in the maintenance of registrants' records and database, the annual renewal process, regular mailings to registrants and the Board and Committees, and other general office administration matters. The Office Assistant processes routine Assistant applications and registrations, and provides support for various projects as needed.

# COLLEGE STRUCTURE

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## STAFF AND OFFICE HOURS

### Staff:

Ronald Revell, RDT	Registrar email: registrar@cdt.bc.ca	
Doris Chan	Deputy Registrar email: deputy@cdt.bc.ca	
Nabil Tabet, RDT	Technical Assistant/Inspector email: tech@cdt.bc.ca	(to February 27, 2008)
Daljit Dhillon	Receptionist/Office Assistant email: reception@cdt.bc.ca	(to February 15, 2008)

### Auxiliary:

Karol Hoffmann, RDT	Examination Assistant	(Annual Practical Examinations)
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### Office hours:

Office access	9:00 am - 5:00 pm	(Monday to Friday)
Phone access	9:00 am - 5:00 pm	(Monday to Friday)
Fax and voice mail	24 hours	

## RECORDS

The office maintains records as follows:

- Register - name and business address of every person granted registration
- Individual active registrant records - including application forms, records relating to the attainment of registrant status, renewal applications, continuing education records, correspondence, etc.
- Archived registrant records - all registrant records removed from the Register
- Financial records
- Board minutes
- Committee minutes
- General information files pertaining to:
  - Registration requirements in other jurisdictions
  - Other regulatory bodies, communications, publications
  - Liaison groups, consultant services
  - Impacting legislation
  - Registrant examination results
  - Records relating to investigation, discipline of registrants and former registrants
  - Inspection records

# BOARD AND COMMITTEE – Membership

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## BOARD & COMMITTEE MEMBERSHIP – FOR THE PERIOD ENDING MARCH 31, 2008

As of the last meeting in the fiscal period:

### COLLEGE BOARD

Gordon Robertshaw, RDT (Chair)  
Hege Jahr, RDT (Vice-Chair)  
Mary Bruce  
John Eggeling, RDT  
Azim Lalani, CA  
Diane Minichiello  
Dong Hee Park, Assistant  
Therese Roche, RDT  
Barry Van De Snepscheut, RDT

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### CONTINUING EDUCATION COMMITTEE

Therese Roche, RDT (Chair)  
Diane Minichiello  
Dong Hee Park, Assistant

### DISCIPLINE COMMITTEE

Diane Minichiello (Chair)  
Therese Roche, RDT  
3 RDTs as needed

### FINANCE COMMITTEE

Azim Lalani, CA (Chair)  
Mary Bruce  
Dong Hee Park, Assistant

### INQUIRY COMMITTEE

Hege Jahr, RDT (Chair)  
Mary Bruce  
Azim Lalani, CA  
Gordon Robertshaw, RDT  
Barry Van De Snepscheut, RDT

### REGISTRATION COMMITTEE

John Eggeling, RDT (Chair)  
Mary Bruce  
Hege Jahr, RDT  
Diane Minichiello  
Therese Roche, RDT

### OTHER COMMITTEE

During this period, the following Ad Hoc Committee was established to address specific issue:

#### Ad Hoc Real Estate Committee

Bernie Leong (Chair)  
Azim Lalani, CA  
Gordon Robertshaw, RDT

## **BOARD AND COMMITTEE – Committee Activities**

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### **REPORTS**

These reports set out some of the activities and highlights of standing committees. In some instances the composition and/or the chair position has changed in the course of the fiscal period. The Reports are submitted by the Chairs in place at the end of the fiscal period, as of March 31, 2008.

### **CONTINUING EDUCATION COMMITTEE**

The Continuing Education Committee is responsible for monitoring the continuing education program established by the Board as authorized by the Bylaws (Section 14). The Committee operates under the established Terms of Reference approved by the Board. The Deputy Registrar provided staff support for the Committee during this period.

The Committee met once this year by teleconference. In the course of the fiscal period, the Committee:

- reviewed a request from a registrant to reduce or waive the continuing education requirements
- reviewed a special request from a registrant for approval of CE credits
- monitored the status of registrants meeting the continuing education requirements for the 2005-2008 cycle and directed the office to issue a courtesy reminder to those registrants who had not obtained any CE credits
- was responsible for ensuring the provision of continuing education records to registrants.

*Therese Roche, RDT*

Chair, Continuing Education Committee

### **FINANCE COMMITTEE**

The Finance Committee oversees the College's system of financial administration and advises the Board on various financial matters as authorized by the Bylaws (Section 15). The Committee operates under the established Terms of Reference approved by the Board. The Deputy Registrar provided staff support for the Committee during this period.

The Committee held one in-person meeting and two teleconference meetings this year. In the course of the fiscal period, the Committee:

- reviewed unaudited monthly financial statements
- reviewed and presented the proposed annual capital and operating budgets for Board approval
- monitored the College's revenue and expenses in accordance with the approved fiscal budget
- reviewed the College's year end audited financial statements with the auditor.

*Azim Lalani, CA*

Chair, Finance Committee

## BOARD AND COMMITTEE – Committee Activities

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### INQUIRY COMMITTEE

The Inquiry Committee deals with all complaints regarding registrants and monitors the inspection program according to the authority of the Health Professions Act. The Registrar provided staff support for the Committee during this period.

The Committee met three times this year and directed and/or monitored the inspections of laboratories throughout BC. The Committee also considered a number of inquiry related issues and policies, and accomplished the following:

- opened 3 new files pertaining to alleged non-compliance with the Bylaws
- closed 1 file
- considered a number of ongoing matters related to ethics, advertising, and supervision
- directed the Registrar to issue a Citation for a Discipline Hearing regarding an RDT's alleged supervision of a non-registrant. This matter was subsequently resolved by way of a Consent Agreement, one condition of which was a substantial remedial payment.

Reports on the disposition of matters investigated by the Inquiry Committee were provided to the Board as required with Section 34 (1) (a) of the Health Professions Act.

*Hege Jahr, RDT*  
Chair, Inquiry Committee

### REGISTRATION COMMITTEE

The Registration Committee deals with all aspects concerning registration, educational requirements, and the examination process, as authorized by the Bylaws (Section 11). The Committee operates under the established Terms of Reference approved by the Board. The Registrar provided staff support for the Committee during this period.

The Committee met three times this year and reviewed the RDT examination and registration processes in general, as well as reviewing the applications from individuals who presented requests for special consideration under the provisions of the Bylaws. The Committee also:

- dealt with several applications for registration as required under the Mutual Recognition Agreement
- initiated a review of the curriculum of the dental technology programs offered at Canadian post-secondary institutions
- implemented the requirement to have ICES review and assess the documentation of all individuals applying for registration with foreign credentials.

*John Eggeling, RDT*  
Chair, Registration Committee

## BOARD AND COMMITTEE – Committee Activities

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### **OTHER COMMITTEE – Ad Hoc Real Estate Committee**

The Ad Hoc Real Estate Committee was established to address the expiring office lease for the College. The Registrar provided staff support for the Committee during this fiscal period. The Committee met three times this year.

The Committee considered a number of options for office space for the College including renewing the lease at the Broadway location, the possibility of purchasing a building rather than leasing, and whether it would be a benefit for the College to have its own laboratory facilities. There were a number of factors that were considered in the process, and the high cost of office space in the greater Vancouver area was a significant concern.

After weighing all of the factors, the Committee recommended that the Board negotiate a lease in an office building in Richmond that will meet both the current and anticipated future needs of the College.

*Bernie Leong*

Chair, Ad Hoc Real Estate Committee

## BOARD AND COMMITTEE – Meeting Expenses

### SCHEDULE OF BOARD AND COMMITTEE MEETING EXPENSES

YEAR ENDED MARCH 31	2008	2007
Board	\$ 11,371	\$ 13,096
Continuing Education Committee	366	200
Finance Committee	977	1,620
Inquiry Committee	2,034	2,704
Registration Committee	3,915	3,848
Other Committees & Directed Activities	<u>5,205</u>	<u>4,997</u>
	<u>\$ 23,868</u>	<u>\$ 26,465</u>

	<u>BOARD</u>	<u>COMMITTEE</u>	<u>TOTAL</u>	<u>TOTAL</u>
M. Bruce	\$ 511	\$ 803	\$ 1,314	\$ -
J. Eggeling	1,717	3,417	5,134	7,853
K. Izumi	-	-	-	516
H. Jahr	1,194	796	1,990	1,874
A. Lalani	807	905	1,712	1,011
B. Lalli	283	111	394	2,125
B. Lee	-	-	-	254
B. Leong	262	581	843	2,275
D. Minichiello	841	466	1,307	-
D. H. Park	1,183	539	1,722	1,594
A. Pritchard	-	-	-	254
G. Robertshaw	2,096	2,886	4,982	3,511
T. Roche	1,278	650	1,928	1,525
B. Van De Snepscheut	585	420	1,005	1,917
Meals/Miscellaneous	<u>614</u>	<u>923</u>	<u>1,537</u>	<u>1,756</u>
	<u>\$ 11,371</u>	<u>\$ 12,497</u>	<u>\$ 23,868</u>	<u>\$ 26,465</u>

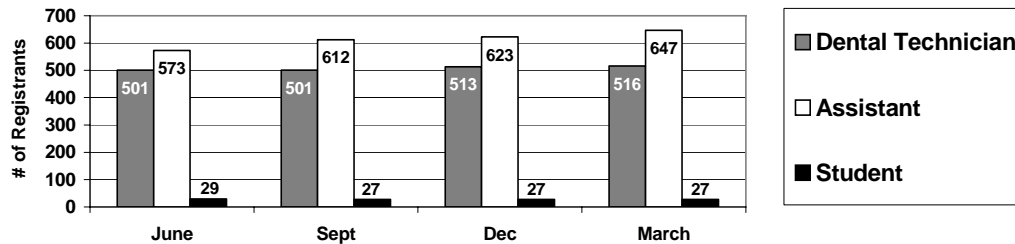
Amounts paid to Board and Committee members include the cost of travel to attend meetings.

# ANNUAL ACTIVITIES

## REGISTRATIONS

Requirements for registration in each class are set out in the Bylaws. The College loses and gains Assistant registrants throughout the year on an ongoing and generally unpredictable basis. Dental Technician registrations usually increase slightly after the practical exam period, and a certain number of registrants drop off the Register annually for a wide variety of reasons. The chart below provides a picture of the changes during this period.

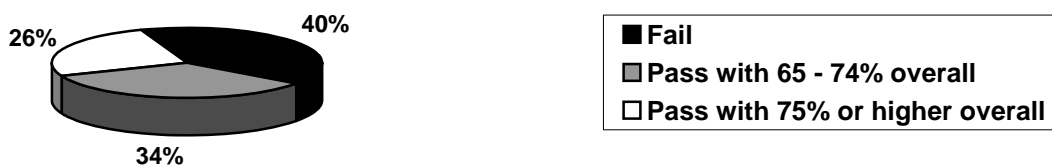
**2007 - 2008 REGISTER**



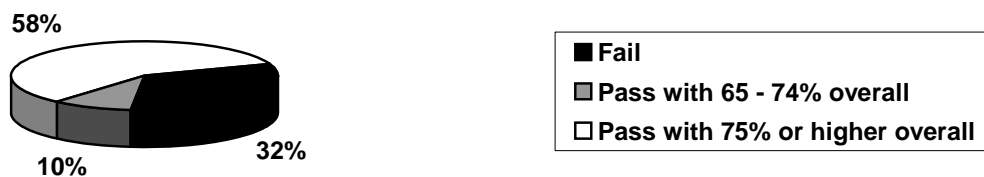
## EXAMINATIONS

The College's authority regarding examinations is set out in Sections 19 (1) (j) and 20 of the Health Professions Act, and Section 11 (3) of the Bylaws. Theory and practical exams test for entry-level competency in the profession.

**2007 THEORY EXAM RESULTS FOR 47 CANDIDATES**



**2007 PRACTICAL EXAM RESULTS FOR 31 CANDIDATES**



# INFORMATION SCHEDULES

## SCHEDULE A – STATISTICAL DATA

Description	Details	2007-08 Period	2006-07 Period	2007-08 Total	2006-07 Total
Number of registrants on March 31, 2008	<ul style="list-style-type: none"> <li>▪ Dental Technicians</li> <li>▪ Assistants</li> <li>▪ Students</li> </ul>	516 647 27	519 604 29	1190	1152
Number of dental technician applications approved under mutual recognition agreement on labour mobility	<ul style="list-style-type: none"> <li>▪ Alberta</li> <li>▪ Ontario</li> <li>▪ Quebec</li> <li>▪ other provinces</li> </ul>	5 0 0 1	4 0 0 0	6	4
Number of requests for reinstatement of RDT registration		3	4	3	4
Number of registrants removed from Register at the end of the fiscal period	<ul style="list-style-type: none"> <li>▪ Dental Technicians</li> <li>▪ Other registrants *</li> </ul>	21 73	19 57	94	76
Number of dental technician applications approved to sit exams	<ul style="list-style-type: none"> <li>▪ Educated within BC</li> <li>▪ Educated in other provinces</li> <li>▪ Educated outside Canada</li> </ul>	11 3 5	13 0 22	19	35
Number of applicants denied approval to sit exams	<ul style="list-style-type: none"> <li>▪ Due to incomplete documentation</li> <li>▪ Due to lack of required training</li> </ul>	0 2	0 2	2	2
Number of approved applicants who elected to sit exams	<ul style="list-style-type: none"> <li>▪ Theory</li> <li>▪ Practical</li> </ul>	47 31	41 18	78	59
Number of requests for review of practical exam results	<ul style="list-style-type: none"> <li>▪ Practical</li> </ul>	0	1	0	1
Number of new complaints investigated in this period (some complaints may be related to more than one area of alleged non-compliance)	<ul style="list-style-type: none"> <li>▪ Alleged sexual misconduct</li> <li>▪ Alleged incompetence/negligence</li> <li>▪ Alleged unethical conduct</li> <li>▪ Alleged impairment</li> <li>▪ Breach of standards of practice</li> <li>▪ Non-compliance registration</li> <li>▪ Non-compliance other</li> <li>▪ Supervision/ratio issue</li> <li>▪ Non-compliance advertising</li> </ul>	0 0 0 0 0 1 0 1 3	0 0 0 0 0 0 0 2 0	5	2
Disposition of complaints in this period (these complaints may have arisen in other previous fiscal periods)	<ul style="list-style-type: none"> <li>▪ No further action taken</li> <li>▪ Consent agreement</li> <li>▪ Act under Section 36</li> <li>▪ Issue a citation</li> <li>▪ Refer to crown counsel</li> <li>▪ Ongoing investigation</li> </ul>	2 1 0 0 0 2	2 0 2 0 0 2	5	6
Number of Disciplinary Hearings		0	0	0	0
* Other registrants are typically Dental Technician Assistants. There is always a large turnover in the Assistant registrant class.					

# INFORMATION SCHEDULES

## SCHEDULE B – COLLEGE MEETING ACTIVITIES

Board and Committees	Function	# of Times Met 2007-08	# of Times Met 2006-07
Board	<ul style="list-style-type: none"> <li>▪ Administers affairs of the College</li> <li>▪ Reviews committee work</li> <li>▪ Considers committee recommendations</li> </ul>	4	5
Continuing Education Committee	<ul style="list-style-type: none"> <li>▪ Reviews continuing education guidelines</li> <li>▪ Considers issues related to continuing education</li> </ul>	1	1
Discipline Committee	<ul style="list-style-type: none"> <li>▪ Prepares for hearing procedures</li> <li>▪ Hears matters referred by Citation from the Inquiry Committee</li> <li>▪ Disposition of hearing matters</li> </ul>	0	0
Finance Committee	<ul style="list-style-type: none"> <li>▪ Oversees and monitors the College's system of financial administration</li> <li>▪ Advises the Board on various financial matters</li> </ul>	3	4
Inquiry Committee	<ul style="list-style-type: none"> <li>▪ Reviews complaints received</li> <li>▪ Investigates complaints</li> <li>▪ Disposition of complaints</li> </ul>	3	3
Registration Committee	<ul style="list-style-type: none"> <li>▪ Reviews questions pertaining to education, registration and examination issues</li> </ul>	3	3
Other Ad Hoc Committees	<ul style="list-style-type: none"> <li>▪ Consider various short term issues and make recommendations to the Board</li> </ul>	3	4

Other Activities	Details	# of Times Met 2007-08	# of Times Met 2006-07
Marking of Practical Exam cases: <ul style="list-style-type: none"> <li>▪ Crown &amp; Bridge</li> <li>▪ Removable Cast Partial Dentures</li> <li>▪ Complete Dentures</li> <li>▪ Orthodontic Appliances</li> </ul>	2 – 6 examiners in a particular areas meet with the Exam Coordinator to mark cases recently completed in the process of application for licensure	5	5
Exam Reviews	RDT registration applicants may request a review of their practical examination	0	1
Vancouver Community College related meeting	Discuss matters pertaining to the current VCC dental technician program, curriculum, etc.	3	4
Jurisprudence seminar to exam candidates	Informal discussions regarding the current legislation and provide exam candidates with an opportunity to ask questions regarding legislation	2	2
General Meetings: <ul style="list-style-type: none"> <li>▪ Annual General Meeting</li> <li>▪ Strategic Planning Session</li> <li>▪ Orientation</li> </ul>	General meetings include but are not limited to the annual general meeting, and orientation sessions for Board members	2	2
Various external meetings attended by the Registrar regarding the business of regulation or the specific business of the Board and Committees	Include meetings with various Ministry representatives, attendances at Health Regulatory Organization and Executive Directors and Registrars Organization / Canadian Alliance of Dental Technology Regulatory Authorities / Award Ceremonies / Oral Health Sector	32	38

# FINANCIAL HIGHLIGHTS

The following statements are highlights of the College's financial position as at March 31, 2008 taken from the full audited financial statements, which are available from the College office upon request, and can also be viewed at the College's web site at [www.cdt.bc.ca](http://www.cdt.bc.ca).

## STATEMENT OF FINANCIAL POSITION

<b>MARCH 31</b>	<b>2008</b>	<b>2007</b>
<b>ASSETS</b>		
CURRENT ASSETS		
Cash and term deposits	\$ 781,379	\$ 739,021
Accounts receivable	3,054	-
Prepaid expenses	<u>21,587</u>	<u>8,824</u>
	806,020	747,845
TERM DEPOSIT - RESTRICTED	128,641	127,607
CAPITAL ASSETS (Note 5)	<u>38,501</u>	<u>51,697</u>
	<u>\$ 973,162</u>	<u>\$ 927,149</u>
<b>LIABILITIES</b>		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 20,654	\$ 16,135
GST payable	16,316	20,026
Deferred revenue (Note 6)	359,699	366,580
Deferred rental benefit	<u>256</u>	<u>1,791</u>
	<u>396,925</u>	<u>404,532</u>
COMMITMENTS (Note 8)		
<b>NET ASSETS</b>		
INVESTED IN CAPITAL ASSETS	38,501	51,697
DISCIPLINE LEGAL RESERVE	128,641	127,607
UNRESTRICTED	<u>409,095</u>	<u>343,313</u>
	<u>576,237</u>	<u>522,617</u>
	<u>\$ 973,162</u>	<u>\$ 927,149</u>

# FINANCIAL HIGHLIGHTS

## STATEMENT OF REVENUE AND EXPENSES

YEAR ENDED MARCH 31	2008	2007
<b>REVENUE</b>		
License and registration fees	\$ 398,419	\$ 388,045
Examination fees	35,783	26,121
Interest	27,844	23,639
Fines and hearing fees	8,800	3,450
Other	<u>3,363</u>	<u>2,386</u>
	<u>474,209</u>	<u>443,641</u>
<b>EXPENSES</b>		
Salaries and benefits	212,827	182,621
Rent	65,577	62,072
Examination	27,175	17,717
Board and committee meetings (Schedule)	23,868	26,465
Amortization	11,698	13,594
Legal and accounting	15,759	6,044
Registrant communications	9,910	11,268
Telephone, fax and internet	5,838	5,578
Office supplies	5,796	8,064
Insurance	4,943	4,774
Staff and member expenses	4,750	4,899
Office equipment lease	4,431	4,072
Liaison activities	3,287	4,312
Award and scholarship	2,629	2,823
Annual report and meeting	2,517	2,747
Repairs and maintenance	2,493	3,521
Public education	1,933	2,039
Promotional activities	1,869	1,969
Staff and member education	1,679	2,021
Resource materials	1,319	1,534
Consulting	1,100	3,601
Bank charges	786	852
Benefits administration and WCB	691	529
Inspections	<u>168</u>	<u>49</u>
	<u>413,043</u>	<u>373,165</u>
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	61,166	70,476
WRITE-DOWN OF LEASEHOLD IMPROVEMENTS (Note 8)	<u>(7,546)</u>	<u>-</u>
<b>EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<u>\$ 53,620</u>	<u>\$ 70,476</u>